



Tonyrefail Little Inspirations Fee Policy

Fees

Every parent or carer is given a copy of contracted hours and fees; this is signed by both the parent and staff. This contract will be updated every time a child's days or fees are changed.

Deposit

We require a deposit of £75 before your child starts with us. This deposit is refundable only when four weeks written notice of leaving is given. When four weeks written notice has been given the deposit will be deducted from your child's final invoice. Deposits will not be refunded if a child's place is cancelled before they start.

Invoices

Invoices are emailed between the 20th and 23rd of the month and all fees are to be paid by the last day of the month in which the invoices are issued. You will be charged in advance for the month you will be receiving, this will be calculated by the number of days and sessions pre-booked in that month. Additional sessions must be paid for in advance or, at the latest, on the day of the required session. Fees will not be charged on bank holidays or over the Christmas closure. Any reduction in your child's sessions will be charged for unless four weeks written notice is received.

Late payment

In the event of fees not being paid on time ie (after the last day of the month) there will be an initial charge of £25 followed by further charges of £25 for every week that the fees are late. You will receive a letter notifying you of late fees and stating additional charges. After 2 weeks (the term of your deposit) you may receive written notice of the cancellation of your child's place if no payment or arrangement of payment has been made.

Methods of payment

We accept the following forms of payment including; BACS, cash or card payment.

Absence

Fees are still charged when a child is absent as overheads have to be paid, and it is to ensure that your child's place is secured. No fees are charged when the nursery is closed, this includes bank holidays and one week at Christmas.

Little Inspirations is open for 51 weeks of the year. The nursery is closed on all Bank Holidays, half day Christmas Eve and one week over the Christmas holiday. No fees will be charged for these closures.

Reporting Absences or Requesting Extra Sessions

The nursery would appreciate parents giving as much notice as possible for holidays, as this helps in the planning of rotas and the running of the nursery.

All absences and extra days

The company is aware that sometimes you may need to take extra sessions for short term, wherever possible the nursery will endeavor to help you with your request. Parents need to be aware that if the nursery is full, or due to the age of the child, we may not always be able

to assist. Once an extra session is confirmed it is treated as a booked day and must be paid for in full even if the child is then absent.

If your child is not attending because they are unwell or have appointments, then we ask you to report this to the nursery as soon as possible.

Opening hours: Monday – Friday 7am – 6pm

Sessions	Time	fees
Full day	7am-5pm or 8am-6pm	£46.00
Long day	7am-6pm	£50.00
Full morning	8am - 1pm	£33.00
Full afternoon	1am - 6pm	£33.00
Holiday Scheme Full day	8am -6pm	£30.00
Holiday Scheme Half day	8am – 1pm or 1pm-6pm	£16.00
Wraparound AM	7am-9am	£11.00^
Wraparound PM	12pm-3pm	£20.00^
Wraparound PM Extended	12pm-6pm	£35.00^
Wraparound Late Afternoon	3pm-6pm	£15.00^
Wraparound Both Sessions	7-9am & 3-6pm	£24.00^

^ Includes School Collection from Tonyrefail Community School

Prices are inclusive of all meals and snacks

Discounts Available:

Full Week Discount – 10%

Sibling Discount – 15% for second child

The above discounts are applied at the discretion of the management team and **only one eligible discount** may be claimed at any one time.

We know that numerous parents are eligible to claim support with the cost of their child care from a range of funding/voucher schemes. If you haven't previously reviewed your entitlement to the various schemes available, then here are online links for you to research:

Childcare Offer for Wales -

<https://www.rctcbc.gov.uk/EN/Resident/ChildrenandFamilies/ChildmindersandDayNurseries/WelshGovernment30houreducationchildcarepilot/ParentInformation/WhatistheChildcareOffer.aspx>

Working Tax Credits - <https://www.gov.uk/working-tax-credit>

Childcare Vouchers - <https://www.gov.uk/childcare-vouchers-better-off-calculator>

Lone Parents back to Work –

<https://www.gov.uk/moving-from-benefits-to-work/help-for-parents-and-carers>

If you have any questions with regards to this pricing structure and what it means to your personal circumstances, please feel free to contact by email

tonyrefail@little-inspirations.co.uk or telephone 01443 222660